

**Diocesan Advisory Committee for the Care of Churches**

**Applying for List B Approval – Archdeacon’s Notice**

This form enables application for approval to undertake works within the List B category of the Faculty Jurisdiction Rules 2015, which came into effect on 1 January 2016.

Please follow this procedure when using the List B application form:

1. Consult the **table starting on page 3 below** to identify the **specific *Matter* by number** in the list, e.g. **B1.(1)**, under which your proposals fall
2. Check that the ***Specified Conditions*** for the item (in the right-hand column of the table) can be met, in order to qualify to undertake that specific matter under List B
3. Complete a **separate** application form for each item of work proposed
4. Ensure that you supply **all** of the information requested on the application form, as any omissions could result in your application being delayed
5. Submit your completed application electronically by email to [**dac@chichester.anglican.org**](mailto:dac@chichester.anglican.org)

The Archdeacon may impose additional conditions on the Archdeacon’s Notice (List B approval) as they consider reasonable and appropriate.

If your proposals do not specifically occur in List B, please contact the DAC secretariat for advice on making an application for faculty permission.

If the works involve any of the following **exclusions** from List B, then faculty permission will be required:

1. any works which involve alteration to, or the extension of, a listed building to such an extent as would be likely to affect its character as a building of special architectural or historic interest;
2. any works which are likely to affect the archaeological importance of a building or any archaeological remains within a building or its curtilage;
3. any works in respect of all or part of which scheduled monument consent is required under the Ancient Monuments and Archaeological Areas Act 1979;

(d) any works which involve extension, demolition or partial demolition of a building, or the erection of a new building

1. any matter which gives rise to a question of law or of doctrine, ritual or ceremonial or which would, if undertaken, affect the legal rights of any person (except grazing rights);
2. the introduction of an aumbry or any other receptacle used for the reservation of the sacrament of Holy Communion;
3. the exhumation or other disturbance of human remains;
4. the reservation of a grave space;
5. the introduction of, or the carrying out of any work to, a monument;
6. the sale or other disposal of any article of architectural, archaeological, artistic or historic interest;
7. the sale of any book remaining in or belonging to a library to which the Parochial Libraries Act 1708 applies.



**APPLICATION FOR LIST B APPROVAL – ARCHDEACON’S NOTICE**

|  |
| --- |
| **PLEASE NOTE – NO WORKS ARE TO BE UNDERTAKEN PRIOR TO WRITTEN PERMISSION BEING RECEIVED** |

|  |  |  |
| --- | --- | --- |
| **Name of Church** |  | |
| **in the Parish of** |  | |
| **in the Archdeaconry of** |  | |
| **Date of application** |  | |
| **Name of applicant** |  | |
| **Office held within parish** |  | |
| *Any application made under these provisions must be by an ‘authorised person’ acting on behalf of the minister and churchwardens of the parish concerned* | | |
| *This application will be reviewed by a member of the DAC who has expertise in the matter concerned but who may not be familiar with your church building or site. It is therefore essential that you provide clear and complete documentation, as without this the reviewer may not be able to advise the Archdeacon fully – insufficient documentation may result in a delay in processing this application.* | | |
| **Email address** |  | |
| **Telephone number** |  | |
| **SPECIFIC MATTER IN LIST B *e.g. B1.(1)*** | |  |
| **BRIEF OUTLINE OF PROPOSED WORKS** | |  |
| **CONTRACTOR TO CARRY OUT WORKS** | |  |
| **Is there any reason to suppose the proposals would be opposed by a significant body of opinion within the parish?** YES/NO  **If Yes, please provide details:** | | |
| **Has the work commenced or the proposals been implemented?** YES/NO  **If Yes, please provide details:** | | |
| **How has the Inspecting Architect been involved in this application?** | | |
| **General assumption. It is your responsibility as a parish to confirm certain matters with the contractor and we therefore do not require you to submit any documents with this application concerning the following:**  Public Liability Insurance (at the appropriate level for the works); compliance with all relevant health & safety regulations; seemly behaviour of the workforce given they are working on a religious building / site, site security including access to scaffolding. | | |
| **Please submit the following documentation with this form, marking the box next to each item to confirm inclusion – *recommended to be undertaken in consultation with your Inspecting Architect:***   |  |  | | --- | --- | |  | Full details, particulars, specifications, photos, and cost (with breakdown where relevant) of the items or works proposed, together with copies of all relevant and appropriate expert reports | |  | A copy of the resolution of the PCC certified as a true copy by the PCC secretary or chair authorising the proposal, together with the voting figures | |  | Details of the required items listed under the ***Specified Conditions*** for the matter in List B (e.g. a written or email response from the church’s insurers) | | | |

**The Faculty Jurisdiction Rules 2015**

Rules 3.2 and 3.3

**List B – Matters which may be undertaken without a faculty subject to consultation**

This table prescribes matters which may, subject to any ***Specified Conditions***, be undertaken without a faculty if the archdeacon has been consulted and has given notice in writing that the matter may be undertaken without a faculty. The archdeacon may impose additional conditions in the written notice.

The matters prescribed in the table are subject to general exclusions set out in rule 3.5 which, among other things, excludes certain categories of works to listed buildings.

|  |  |
| --- | --- |
| ***Matter*** | ***Specified Conditions*** |
|  |  |
| **B1. Church building etc.** |  |
| (1) Works of routine maintenance and repair affecting the fabric of a church or historic material | The works are identified as routine items of maintenance in the most recent report prepared in respect of the church pursuant to section 1(2) of the Inspection of Churches Measure 1955 (commonly known as the “quinquennial inspection report”) or in subsequent written advice from a person registered under the Architects Act 1997 or a member of the Royal Institution of Chartered Surveyors qualified as a chartered building surveyor  Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter  The works do not involve any new disturbance below ground level  The parochial church council’s insurers are notified if external scaffolding is to be erected |
|  |  |
| (2) The installation of a wall offertory box | The installation does not affect historic fabric |
|  |  |
| (3) The introduction of a safe in a vestry or similar room |  |
|  |  |
| (4) Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over) | Details of materials and colours are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter  The overall appearance of the building is not changed  The parochial church council’s insurers are notified if external scaffolding is to be erected |
|  |  |
| (5) The treatment of timber against beetle or fungal activity | The works do not involve the replacement of timber |
|  |  |
| (6) Works of adaptation (not amounting to substantial addition or replacement) to—   1. heating systems 2. gas, water and other services 3. electrical installations and other electrical equipment | Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)  Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))  The parochial church council’s insurers are notified of the proposed works |
|  |  |
| (7) The replacement of a boiler in the same location and utilising an existing fuel supply and existing pipe-runs | Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use)  Regulations 1998)  The works do not involve the creation of a new external flue  The parochial church council’s insurers are notified of the proposals |
|  |  |
| (8) The introduction or replacement of control equipment that is ancillary to a boiler or existing heating system | Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use)  Regulations 1998)  Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))  The parochial church council’s insurers are notified of the proposals |
|  |  |
| (9) The like for like replacement of roofing material | The material being replaced was not introduced unlawfully  The parochial church council’s insurers are notified of the proposals |
|  |  |
| (10) The installation of a roof alarm | The amount of associated cabling is kept to the minimum that is reasonably practicable |
|  |  |
| (11) The installation of lighting and safety equipment | The lighting or other equipment—   * is installed only in a part of the church (such as a tower or crypt) that is not normally visible to the public, or * when installed will not be visible from ground level   Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))    The installation will not affect any graves or vaults  The parochial church council’s insurers are notified of the proposals |
|  |  |
| (12) The installation of a lightning conductor | The parochial church council’s insurers are notified of the proposals and the work is carried out by a specialist contractor approved by them |
|  |  |
| (13) The installation of a sound reinforcement system or loop system or the alteration of an existing system |  |
|  |  |
| **B2. Bells etc.** |  |
| (1) The lifting of a bell to allow the cleaning of bearings and housings | Regard is had to any guidance issued by the Church Buildings Council  The bell is currently in a fit condition to be rung |
| (2) The like for like replacement of—   1. bearings and their housings 2. gudgeons 3. crown staple assembly 4. steel or cast iron headstocks 5. wheels | Regard is had to any guidance issued by the Church Buildings Council  The bell is currently in a fit condition to be rung  The works do not involve the drilling or turning of the bell |
|  |  |
| (3) The replacement of—   1. bell bolts 2. a wrought iron clapper shaft with a wooden-shafted clapper | Regard is had to any guidance issued by the Church Buildings Council  The bell is currently in a fit condition to be rung |
|  |  |
| (4) The treatment of timber bell frames with preservative or insecticide materials |  |
|  |  |
| (5) The re-pinning or re-facing of hammers in  Ellacombe apparatus | Regard is had to any guidance issued by the Church Buildings Council  The bells are currently in a fit condition to be rung |
|  |  |
| (6) The introduction of peal boards in a location not normally visible to the public |  |
|  |  |
| **B3. Clocks** |  |
| (1) Alterations to striking trains to prevent striking at night | No part of the clock mechanism is affected |
|  |  |
| (2) The upgrading of electrical control devices and programmers |  |
|  |  |
| **B4. Church contents** |  |
| (1) The repair and maintenance of church plate (including candlesticks and crosses) not of special historic or artistic interest |  |
|  |  |
| (2) The introduction, maintenance or replacement of portable audio-visual equipment used in connection with church services | No equipment is fixed to the fabric of the church |
|  |  |
| (3) The replacement of carpets or other floor covering and underlay | Only breathable underlay is used when underlay is replaced |
|  |  |
| (4) The replacement of curtains (other than curtains and other hangings associated with an altar) |  |
|  |  |
| (5) The treatment of fixtures and furniture against beetle or fungal activity |  |
| (6) The introduction of a book of remembrance and stand |  |
|  |  |
| (7) The introduction of a fixed internal noticeboard |  |
|  |  |
| (8) The disposal of free-standing chairs | No chair of historic or artistic interest is disposed of |
|  |  |
| (9) The replacement of a grand piano with another grand piano and the disposal of the original grand piano | No piano of historic or artistic interest is disposed of |
|  |  |
| **B5. Churchyard** |  |
| (1) The introduction of benches in a  churchyard | No bench has an inscription on it which would not be permitted on a monument in the churchyard under the applicable churchyard regulations made or approved by the chancellor |
|  |  |
| (2) The replacement of gas or oil tanks | The replacement tank is of similar dimensions and in substantially the same location  No works of excavation are involved  The local planning authority is notified of the proposal |
|  |  |
| (3) The routine maintenance, repair or rebuilding of walls | The works do not relate to any wall which is included in the Schedule maintained for the purposes of the Ancient Monuments and Archaeological Areas Act 1979  The works are identified as routine items of maintenance in the most recent report prepared in respect of the church pursuant to section 1(2) of the Inspection of Churches Measure 1955 (commonly known as the “quinquennial inspection report”) or in subsequent written advice from a person registered under the Architects Act 1997 or a member of the Royal Institution of Chartered Surveyors qualified as a chartered building surveyor  Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter  The works do not involve any new disturbance below ground level  The parochial church council’s insurers are notified if external scaffolding is to be erected |
|  |  |
| (4) The routine maintenance or repair of lychgates | The lychgate is not separately listed as a building of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990 |
|  |  |
| **B6. Trees** |  |
| (1) The planting of trees | Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards |
|  |  |
| (2) The felling of a tree—   1. that is dying or dead; or 2. has become dangerous | In the case of any tree in respect of which a tree preservation order is in force or which is in a conservation area, section 206 of the Town and Country Planning Act 1990 (which provides for the planting of replacement trees) is complied with  Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards |
|  |  |
| (3) All other works to trees (whether or not prescribed in List A) except felling | If applicable, the law relating to the preservation of trees in respect of which a tree preservation order is in force or which are in a conservation area is complied with  Regard is had to the guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards |
|  |  |